



## Human Resources Department Employee Benefits and Services

**Diane Rundles**  
Director of HR

**Gina King**  
HR Deputy Director

**Amy Coughlin**  
HR Deputy Director

**Leonardo Gonzales**  
Labor Chief

December 8, 2021

Name  
Address  
City, State Zip

RE: Annual Leave Cash-Out and Compensatory Time for Calendar Year 2022

Dear Name:

It is the time of year for you to consider your Compensatory Time and Annual Leave Cash-Out options for Calendar Year 2022. As a reminder, employees in the Safety Unit have the opportunity in the month of December to pre-designate cash-out of future annual and compensatory time leave accruals during Calendar Year 2022.

Employees are eligible to pre-designate annual leave for cash-out if they have used (80) or more hours of annual leave during the preceding calendar year 2021, which ends on December 17, 2021. Pursuant to the side letter agreement approved by the Board of Supervisors on December 7, 2021, employees in the Safety Unit may elect to cash out up to sixty (60) hours annual leave in 2022 by exercising the pre-designation option in 2021. In addition to annual leave cash-out, you may also pre-designate to cash out up to forty (40) hours of compensatory time. Complete details regarding pre-designation may be found on pages 22 and 36 of your [Memorandum of Understanding](#) and the [side letter agreement](#).

An employee must make an irrevocable election during the month of December specifying the number of hours to be sold back from the next Calendar year's compensatory time and annual leave accruals. If you intend to pre-designate compensatory and/or annual leave to cash out in Calendar Year 2022 and you meet the eligibility criteria, you will need to complete the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2022- Safety or Safety Management/Supervisory](#) form and submit it to your department payroll specialist. You must submit the pre-designation agreement by **Wednesday, December 29, 2021**.

Please remember that pre-designation elections are **irrevocable** and at the end of Calendar Year 2022, all pre-designated hours that have not been used or cashed out will *automatically* be cashed out in pay period 26 of 2022.

When you decide to cash out the pre-designated hours during Calendar Year 2022, you must complete and submit a [Leave Cash-Out Request Safety or Safety Management/Supervisory form](#) at least 15 days before the pay period in which you wish to receive the leave cash-out payment.

Please contact your department payroll specialist directly with questions regarding the pre-designation process or when you are ready to cash out leave during Calendar Year 2022.

Sincerely,

Amy Coughlin  
Human Resources Deputy Director  
Employee Benefits and Services Division  
Human Resources Department

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